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ADM-10.7

CP

6 February 1967

NOTE FOR: Carl

SUBJECT : Project Officers Handbook

25X1A

1. [ ] of OPPB dropped by to discuss the Project Officers Handbook with me. It appears that there is some understandable interest in OPPB in extending the use of the Handbook to other technical elements of the Agency. Bob asked whether or not there was an explicit plan to do this, and I told him that while there was not, the Handbook had, nevertheless, been written with broad application in mind. I believe OPPB is particularly anxious to get on with a common data processing base for contracts throughout the Agency. They are obviously hamstrung until they can bring this about.

2. You might like to discuss the ADP aspect of this with Col. White.

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DDST-492-67

6 FEB 1967

**MEMORANDUM FOR: Acting Chief, Procurement Management Staff**

**SUBJECT: Logistics Form - Request to Procurement  
Division for Services (Attachment C)**

1. Attached (Attachment A) are my proposed changes to referenced form which was prepared by the Office of Logistics. Note that the only changes I recommended are the concurrences and routing section, which I feel will eliminate our need for an additional routing slip to be attached, and a specific reference, under deliverable items, to obtain milestone data as required by HHB 45-3, para. 22a(3).

2. Note that the above changes are only additions to the proposed form. I do not feel that we are in a position to propose deleting information which Logistics has proposed. While some of the info may appear redundant or unnecessary, presumed that they have staffed out their requirements on an Agency-wide basis.

3. I have the following comments to make on the Attachment B proposal which I do not believe would be acceptable by the Office of Logistics as an Agency form.

a. No title on form.

b. "Project or Contact Officer" changed to Project Officer -- note Project Officers is not universal term used by entire Agency; in some cases Contact Officer is appropriate.

c. Requisition no longer used by Logistics -- see HN 45-82.

d. Added Red Line Telephone Number. Again, this is Agency-wide Logistics Form and Logistics does not have Red Line.

e. In Type of Service Requested, three Logistics "boxes" are grouped into one. I presume Logistics sorts by these categories (or will when they are mechanized) and needs the detailed breakdown.

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**SUBJECT: Logistics Form - Request to  
Procurement Division  
for Services**

f. A section was added "Specify Government Agency to whom funds are to be transferred if applicable" -- I don't see where this is an important addition since we have so few contracts involving "other Government Agencies".

g. "Allotment No." is no longer used -- should be FAN NO.

h. "Funds available certification". This is too general -- form should specifically say "I certify funds are available".

i. In the approval section form is broken down:

Office  
Directorate  
Agency

This is not meaningful on an Agency-wide basis -- for example, the DDP does not have Offices.

j. The whole section on deliverable items has been deleted. I believe this is one of the most important sections on the Logistics form.



Comptroller  
Directorate of  
Science and Technology

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**Attachments**  
a/s

**Distribution:**

Orig & 1 - Addressee  
1 - Compt/DDS&T (Subj File)  
1 - Budget Branch Chrono  
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O/DDS&T/Budget Br [ ] :jh (8 Feb 67)